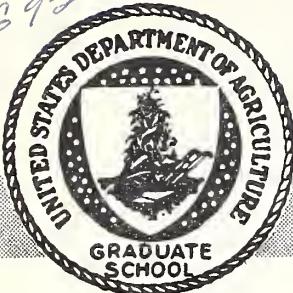


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Newsletter

GRADUATE SCHOOL ★ USDA

CURRENT SERIAL RECORD

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U. S. DEPARTMENT OF AGRICULTURE

March 12, 1954

To the Faculty, Committee Members and others associated with the Graduate School:

I am deeply honored to be chosen as Director of the Graduate School. It is a unique and important institution. It provides a service of great value to employees and agencies of the Federal government. This is made possible only through your help.

In this first letter I want to tell you that I am very much aware of what you have been doing for the school. During the 12 years I have been associated with the General Administration Board, I have had many opportunities to observe GS activities and your part in shaping them.

I know that as committee members who serve on a voluntary basis and as teachers whose pay is not lavish, you have been unfailingly generous with your time, energy, and good ideas. You have helped to build the School's prestige and to broaden its service.

I consider it a privilege to work with you more directly. Over the years I have come to know many of you personally. I am looking forward to seeing you again and to meeting those of you with whom I am not yet acquainted.

I shall be in my office until 6 p. m. each working day during coming weeks. I hope you will come by to see me and give me your suggestions and counsel.

GS-type courses for Federal workers

in Wilmington and other locations in Delaware, Philadelphia, and Chicago are now under consideration.

On February 26 O. B. Conaway met with Dean C. J. Reece of the University of Delaware to explore opportunities for setting up courses similar to those now given at Boston University and New York University. Dr. Conaway is scheduled to outline the plan to Dean Cochran, Temple University, on March 12, and the following week he will confer with L. D. White, professor of public administration at the University of Chicago, on the possibility of after-hour courses of special interest to Federal people in the Chicago area.

In each instance our role in GS is that of consultation based on the experience we have had in Washington.

"Glad to cooperate"

is a phase that recurs in many letters from heads of Departments and other Government agencies to Secretary Benson regarding GS. They are in reply to a letter he wrote February 5 to apprise them of our work. Here are a few quotations:

"My associates and I share your conviction that Federal employees should be given every encouragement to improve their educational background," Secretary Oveta Culp Hobby.

"The School has always cooperated splendidly in providing off-campus courses in Navy buildings and in organizing courses which meet our special training needs. It has brought courses to the Main Navy Building, the Navy Hydrographic Office, the Naval Research Laboratory, and to our installation in nearby Indian Head Maryland. At present we are negotiating with the school to conduct courses in our Arlington Annex," Secretary Robert Anderson.

"The courses presently offered by the Graduate School in mathematics, statistics, economics, accounting, engineering, and public administration are particularly useful for members of the staff of Securities Exchange Commission who have need for further training in those fields." Chairman Ralph H. Demmler.

"I have noted with interest the program of the School and have reviewed the annual catalog. Some of the courses currently offered would be of definite benefit to the employees of the Federal Trade Commission and we are giving consideration to our need for specialized courses," Chairman Edward F. Howrey.

"Our training needs are now being studied. We plan to begin immediately programs of training for supervisors and new employees. Once these are functioning we will want the services of your Graduate School," Assistant Postmaster General Eugene Lyons.

Among new books

on the GS shelf in the USDA library is one of special interest to those of you who may be buying a new home. It is *BUYING A HOUSE WORTH THE MONEY* by Frazier Forman Peters. The author, an architect, has drawn up a working manual for the layman. He includes a judging chart that is helpful in scoring one house against another to determine relative values.

Spring enrollment,

reports Registrar Louise Sullivan, is 2,010 students. The number of classes is 141. Fifty-five scheduled courses were cancelled because of an insufficient demand for them.

Keep employees informed

of training opportunities and they will take advantage of them. At Navy's Bureau of Ships, Carl Bush, training officer, says that clear lines of communication have been a great help in stimulating employee interest in GS courses and other training programs.

Mr. Bush tells us that the Bureau uses a number of devices to keep its people informed of activities in which they have an interest. One of these is the daily two-page bulletin that goes to each employee. When it gives top-billing to a brief account on a new course, or carries the schedule of classes, or other pertinent information, the story is sure to be read.

An administrative assistant to the head of each of the eight major divisions in the Bureau is responsible for getting information on new training courses to the people in his division. The Bureau mailing system is so organized that it is easy to direct information of specific interest to the groups that can use it. Mail is delivered every hour.

The fact that the Bureau has been able to maintain a well-staffed training section through the years gives us further insight into the vigorous training program. Mr. Bush and his associates see that the lines of communication are constantly filled with new and helpful information on opportunities for training.

To add a new course

to the GS curriculum, as those of you who serve on departmental committees are well aware, may involve considerable discussion. In deciding on a new course the committee must get the thinking of the proponents and members of the committee and others in the field who are familiar with the problem. GS records must be consulted to learn if the course or a similar one has been given in the past and, if so, why it was discontinued. The offerings of other schools in the area must be surveyed to see if the need for the work is already met by an evening course in some other institution. A person qualified to teach the new course must be found.

Among new courses approved for the coming year are: Sentence Revision, which will be taught by Mrs. Verne Samson and will follow the course she now gives in Practical English Usage; Technical Editing to be given by Robert T. Hall (FS); Rapid Reading, taught by Merrill Taylor (AMS); Fundamentals of Standardization, an engineering course scheduled for the spring semester 1955, to be taught by Benjamin Rosenzweig. Advanced Topics in Bacteriology, given by Arthur K. Saz; The History of Physiology and Biochemistry with Morris C. Leikind as instructor; and Applied Agricultural Microbiology, teacher to be selected.

AMONG OURSELVES

"America's Roadside Teachers" is the title of the lead article in the February issue of ADULT LEADERSHIP. Authors Gladys Gallup and Amy Cowing, describe the methods used by the Agricultural Extension Service in "the most comprehensive system of adult education in the world."

We are happy to have "Lew" H. Rohrbaugh back in Washington. As you may know by now, he is an associate of the American Council on Education, 1735 Massachusetts Avenue N. W.

Pietro Lazzari was among five sculptors who shared in the first prize awarded at the 62nd annual exhibition of the Society of Washington Artists. His painting "Oblivion" was awarded honorable mention. "Head" by Lilli Gettinger received honorable mention in the sculpture group.

Morris C. Leikind will present a series of three lectures on the history of medicine to students in the Howard University School of Medicine: March 25, "Harvey and the Discovery of the Circulation of the Blood;" April 22, "Germ Theory of Diseases;" May 20, "The Microscope and its Contribution to Medicine."



T. Roy Reid
Director